



# PARKS AND RECREATION DEPARTMENT

## 2016 BALL FIELD USE APPLICATION

Today's Date: \_\_\_\_\_ League/Program/Group Name: \_\_\_\_\_

User Type: ☐ Individual Team ☐ League Application

(Check one only) ☐ Private Business ☐ Sport Camp

☐ Recreational Youth ☐ Select Youth

☐ Tournament ☐ Other \_\_\_\_\_

Category: ☐ Returning ☐ New

☐ Non-profit 501 c3 ID# \_\_\_\_\_

☐ Liberty Lake Based Participants (60% of league residing in Liberty Lake)

☐ Adult

League/Program/Group Contact Name: \_\_\_\_\_

Phone Number(s): Day \_\_\_\_\_ Evening \_\_\_\_\_

Applicant Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number(s): Day \_\_\_\_\_ Evening \_\_\_\_\_

Complete Address: \_\_\_\_\_

Name of League/Program/Group the teams/users belong to: \_\_\_\_\_

Program Website: \_\_\_\_\_

Governing Body/ State Association Website: \_\_\_\_\_

If applicable, Team Website: \_\_\_\_\_

Number of teams in this League/Program/Group: \_\_\_\_\_

Number of total participants in your League/Program/Group: \_\_\_\_\_

Season Dates: Try outs: \_\_\_\_\_ Practices: \_\_\_\_\_

Games: \_\_\_\_\_ Championships: \_\_\_\_\_

Facility Requested and Dimensions Needed	Day of Week Circle Days	Dates Requested		Time Requested	
		From:	To:	From:	To:
Facility:  Field Dimensions:	M T W R F S S				
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\*Note **Field 1 options** are 50'/60' and **Field 2 options** are 60'/70'/80' Mounds can be placed at any distance

Additional Preps: Yes or no (Please Circle) Number of games: \_\_\_\_\_

Total Hours of Field use Requested: \_\_\_\_\_

Sub Total Hours Requested for Practices: \_\_\_\_\_

Sub Total hours Requested for Games: \_\_\_\_\_

Projected Grand Total: \_\_\_\_\_

Fees, team roster and Certificate of Insurance are due 30 days prior to the start of scheduled field use.

Based on 1st date requested, final complete payment due date is: \_\_\_\_\_

(30 days prior to the start of scheduled field use)

LIBERTY LAKE BALL FIELDS	
League Games Per Hour, Per Field (includes initial prep and prep every other game)	\$15.00
Practice Per Hour (includes water, field drag, bases, mound)	\$10.00
Additional Prep	\$52.50
All Day Tournament/Camp	\$400.00
Concession Fee Per Day at the Liberty Lake Ball Fields	\$50.00

The following days are blacked out due to city events.

- June 11<sup>th</sup>-12<sup>th</sup> – Liberty Lake Yard Sales (No Tournaments)
- July 1<sup>st</sup>-5<sup>th</sup> – Completely Closed for firework set up and display
- August 5<sup>th</sup>-7<sup>th</sup> – Barefoot in the Park (No Tournaments)

**For priority consideration, applications for the Liberty Lake Ball Fields are due before January 15th, 2015, at 5:00 PM. All applications will be numbered as received with staff utilizing the field allocation priorities as identified on page two of the City of Liberty Lake's Athletic Field Use and Allocation Policy. After January 15<sup>th</sup>, the fields will be reserved on a first come, first serve basis.**

Field closure re-scheduling/rainouts/cancellations: Fees will be waived for games/practices that are rained out or cancelled by City of Liberty Lake staff in the following cases:

- a. The user groups contact the City of Liberty Lake within two working days after a field closure to reschedule a game(s) or practice(s).
- b. The user group contacts the City of Liberty Lake, in writing, 14 or more days prior to the allocated time.

The athletic fields will be available for use, weather permitting, approximately March 1 through October 31. These dates will be based on when Parks and Recreation staff are able to provide adequate field safety and performance of proper turf and facility maintenance. The City of Liberty Lake reserves the right to limit the amount of play or close fields to prevent damage to turf. If a field is closed, no play on the fields is allowed. City staff will perform all maintenance and repairs on the fields. Please refrain from using chalk on the fields. Contact City staff if any repairs are needed or issues arise. For information on rainouts and field closures please visit [www.facebook.com/libertylakewa](http://www.facebook.com/libertylakewa). Thank you!

***ADDITIONAL PERMITS MAY BE REQUIRED FOR CERTAIN EVENTS***

I have reviewed the City of Liberty Lake's Athletic Field Use and Allocation Policy, Facility Use Policy and Ordinances 115 and 142 and agree to abide by the terms listed. If upon arrival, I identify a problem with the facility, I will contact staff at (509) 370-5404 or (509) 755-6700 immediately to report the issue. The applicant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from any and all such losses, damages and claims. Applicant is responsible for all costs associated with post event clean up or any damages to the facility which will be billed to applicant. I agree to clean up after my event and not damage the park or the facility. I agree to provide required permits and/or proof of insurance to the City at least 15 days prior to my event, and post required permits at my event. I hereby make application to the City of Liberty Lake for use of City facilities/property and certify the information given in this application and supporting material is correct. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Liberty Lake  
Parks and Recreation Department  
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